2024 WHALE TAIL® Grant Application
Cover Sheet

Name of Applicant Organization:	
WHALE TAIL® Grant Request: $	
Total Project Budget (if larger than Grant Request): $	
Name and Title of Contact Person:	
Email (where you will receive grant notifications):	
Organization Mailing Address:	
Telephone:	
Website:	
Project Title:	
Brief Project Summary. No more than 3 sentences, focusing on WHAT you propose to do (*not* WHY):	
Location(s) of the community(ies) you will engage:	
Number of people who will be directly reached by the project:	

Project Start Date:	Project End Date:

The Project Start and End Dates are the dates of your grant-funded project. Grant project tasks must begin between March 19 and June 30, 2025, and end by April 15, 2027.

Which describes your organization? (Mark all that apply)

☐ Non-profit corporation   ☐ Project of non-profit fiscal sponsor
☐ Government entity   ☐ Public school
☐ CA Native American Tribe

Where/how did you find out about this grant program?
Name and title of person submitting proposal (May be same or different from Contact Person):
Signature of person submitting proposal:
Date:

APPLICATION QUESTIONS

Read the Grant Guidelines document and all the application questions *before* **starting your proposal.** Use black, 12-point font. Please do your best to stay within a limit of 15 pages for Questions 1-11. (The remaining items may exceed that page limit if necessary.) There's no minimum page amount. If you already responded to something in a previous question, feel free to refer us to that question. If a question is not relevant to your project, write N/A. You do not need to include the text of the questions themselves in your proposal, but do include the question numbers and bolded titles.

WHO

1. **Organization's History** – *Briefly* describe your organization, its history (including the year it was founded), and its mission.

2. **Participants** – Describe who you will directly engage with your project, in as much detail as you can, such as number of people; location; demographics such as race, ethnicity, income, age/grade level, disability, sexual orientation, gender identity, and/or other identities as relevant to your project and participants. If working with schools, include school name(s) and district if possible. If your project reaches an *indirect* audience, briefly describe and quantify that wider group. (If selected for funding, your final report must include detailed information about participants.)

3. **Organization and Staff** –

   - Explain whether and how your organization identifies as part of the community you plan to reach.

   - Explain why and how your organization and staff is particularly suited to working with your participants to carry out the project.

   - Describe the key staff members who will carry out the project: their positions, their specific roles in the project, and their relevant qualifications and experience. Be sure to include the people who will interact directly with participants, including volunteers if they will lead your programming. If positions are not yet filled, explain the qualifications for those positions.

4. **Partners** - If any partnerships are central to your project, describe them. (If you addressed this as part of another question, refer us to that question number rather than repeating the information.)

WHY

5. **Why are you proposing this project?** Explain your "why" as an issue, interest, or need that your project will address and explain why *this project* is suited to be successful in that effort. How did you come to identify and understand this issue, interest, or need? Why is this project of value to the community you want to engage?

WHAT AND HOW

6. **Goals and Objectives** – List the goals and objectives of your project. (Specific objectives are measurable and relate to what you will do in your project to accomplish the broader, longer-term goals. Here are some examples of what goals and objectives might look like.)

7. **Project Description** – Provide a detailed description of what you are planning to do, including the following elements:

   - Describe your plan for recruiting your participants, or a description of how you already recruited them.

- Describe all project elements, such as events, field trips, classroom activities, trainings, presentations, meetings, development of educational resources or tools, or other aspects of your project.

- Describe what participants will do and experience during your project, including details such as the number of days, number of hours per day, and general timing of participant programming as applicable.

- Be sure to discuss your project design considerations such as cultural relevancy, age-appropriateness, accessibility, and/or education strategies.

- If you will create resources or tools or some other kind of product to be used by your organization or by others, explain the product and how it will be experienced or distributed.

- If you will use an existing curriculum, handbook, or other program material, briefly describe it and explain why you have chosen it, and include a copy with your application (as a digital file or mailed as a hard copy – see [Grant Guidelines](#) "Deadline and Submission Process") or include a link if it's viewable online. Make sure that we can open any links you include. If you plan to use the Coastal Commission's curricular materials, do not include a copy; just reference the specific material you plan to use and why.

8. **Project Future and History** –

   - If your project is funded, will you continue it past the grant period? If so, briefly explain the longer-term funding plan.

   - If your proposal is for an existing project, how long has it been operating, how was it funded in the past, and what results have you achieved?

   - If this project was previously funded by a WHALE TAIL® Grant, include a brief summary of what was accomplished through the previous grant and how the new proposal relates to the previous work.

9. **Tracking and assessing your impact** – Describe your project evaluation plan. You are encouraged to include impact tracking and assessment in your timeline and budget. (If selected for funding, you must report on project impact in your final grant report.)

   - How and when will you track and assess your project outcomes and success relative to your project goals and objectives? Possible examples of outcome indicators include participant satisfaction with the project experience; changes in knowledge, skills, attitudes and/or behaviors; and changes to the environment. Consider whether quantitative methods (such as pre-tests/post-tests and surveys), qualitative methods (such as interviews, observation, and focus groups), or a combination of methods is most appropriate for learning about your program and its impacts.

   - How will you use what you learn to improve your project in the future?

   - If you already have specific tools you plan to use (such as surveys or tests), include them as attachments.

10. **Permits** (if any) – If permits will be required for your project, explain whether you already have them or whether you will need to acquire them during the project timeline.

WHEN

11. **Task timeline** – Provide a timeline of the necessary tasks for your project. Grant project tasks must begin between March 19 and June 30, 2025, and the project may be of any length as long as funding ends by April 15, 2027. (This timeline should only include tasks and dates within the grant

funding period, even if your project extends beyond the grant period.) [Here are some examples](#) of what a task timeline might look like.

ADDITIONAL DOCUMENTATION (<u>THE FOLLOWING ITEMS ARE NOT INCLUDED IN THE 15-PAGE LIMIT</u>):

12. **Budget** – Use our Grant Project Budget Form, *or* your own document that includes the same information, to explain your grant request. The form is at the end of this application packet *or* can be downloaded in an [Excel format](#). Please take careful notice of the footnotes, which contain important information*. If your total project budget is larger than your grant request*, complete the Total Project Budget Form as well (located at the end of the packet).

13. **Authorization -** A letter of authorization *or* a resolution from the applicant organization's governing body that contains the following: support for and authority to submit the proposal, authority to enter into a contract with the California Coastal Commission if the grant is awarded, and designation of the applicant's authorized representative—the person who would sign a grant contract (name and title). If the authority to perform such tasks has already been delegated by the governing body, you may submit a letter from the person who has that delegated authority.
If your organization is the project of a non-profit fiscal sponsor, the document will come from them. Examples of letters of authorization and resolutions can be found [here](#).
This is the only required item that may be submitted after the proposal deadline. *If it must be late, for example due to your board meeting schedule, submit your resolution or letter by December 31, 2024.*

14. **Proof of tax status -** For non-profits, proof of 501(c)(3) status in the form of an exemption letter from the IRS. If you are a project of a non-profit fiscal sponsor, this document will be for that organization.

15. **Leadership -** The names of board members and/or organization leaders. For a public school, this could be your principal, department head/s, and perhaps the superintendent if the district is the applicant. If you're fiscally sponsored, list the leaders of your own organization rather than the sponsor. If any organization leaders or board members (including those of a fiscal sponsor) are California Coastal Commission members or staff, please note that.

16. **Organization Budget -** Your organization's most recent annual budget (the previous year's budget is fine), including sources of funds. We do not require a specific format – send your budget in the format you have. Budget information is not necessary for public schools or government agencies.

17. **Letters of Support and other supporting materials (*OPTIONAL*) -** Any other supporting material you would like to provide such as newsletters, press stories, or letters of support from project partners or others (such as partner schools that are already identified, or landowners where ecological restoration will occur). Any letters of support may be addressed to "California Coastal Commission" or "Whale Tail Grant Review Panel."

Submit your complete application package by 8:00pm, November 4, 2024, by:

> **Email: whaletailgrant@coastal.ca.gov**
>   *OR*
> **Upload**
>   *OR*
> **Mail:**
>   Whale Tail Grants
>   California Coastal Commission
>   455 Market Street, Suite 200, Room 228
>   San Francisco, CA 94105

Refer to Grant Guidelines for complete instructions on how to submit your proposal.

Make sure you have all the following before you submit your proposal:

- ☐ **Completed and signed Cover Sheet**
- ☐ **Answers to Questions 1-11**
- ☐ **Curriculum sample, *if applicable* – see #7**
- ☐ **Examples of assessment tools, *if applicable* – see #9**
- ☐ **Grant Project Budget showing your grant request – see #12**
- ☐ **Total Project Budget, *ONLY* if project budget is larger than grant request – see #12**
- ☐ **Letter of Authorization or Resolution – see #13 *(This item can be sent late if necessary.)***
- ☐ **501(c)(3) status letter from the IRS, *if applicable* – see #14**
- ☐ **Names of board members and/or organization leaders – see #15**
- ☐ **Your organization's most recent annual budget, *if applicable*– see #16**
- ☐ ***Optional*: Letters of support, press stories, or other supporting materials – see #17**

WHALE TAIL® GRANT PROJECT BUDGET FORM

PERSONNEL EXPENSES REQUESTED (Rate and # of hours for each position)

Job title #1:		
Rate ($/hour):	Time (hours):	Total (Rate x Time): $
Job title #2:		
Rate ($/hour):	Time (hours):	Total (Rate x Time): $
Job title #3:		
Rate ($/hour):	Time (hours):	Total (Rate x Time): $

(Add additional positions as needed. Include title, rate, hours, and $ amount.)

Total Benefits requested [1]: $

1. Total Personnel Expenses requested (all positions plus benefits): $

OPERATING EXPENSES REQUESTED[2]

Supplies/Materials: $
List your anticipated major purchases of supplies/materials and estimated costs:
Travel [3]: $
Briefly explain any proposed travel costs:
Food[4]: $
Briefly explain the purpose of this food or beverage request:
External Contract(s): $
Briefly explain the purpose of the contract(s):

Other operating expenses:

Type of expense:	Amount requested: $
Type of expense:	Amount requested: $

(Add additional types of expenses as needed, with dollar amount for each.)

2. Total Operating Expenses requested: $

3. Indirect Costs/Overhead requested[5]: $

Total Budget Request (add 1, 2, and 3): $

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[1] ***Pay rates and benefits*** *reflect actual rates. Benefits may not exceed 55.34% of amount requested for wages.*

[2] ***Grant funds can't purchase*** *vehicles, insurance, prizes, incentives, gift cards, cash gifts, or items that will be sold.*

[3] ***Use of owned vehicles*** *are reimbursed at the federal rate, currently 67 cents/mile. Rented vehicles are reimbursed for rental fee and gas. Travel to or from outside California is not eligible for funding by this grant.*

[4] ***Maximum reimbursement for food*** *is $20 per person per meal. No tips are reimbursed for food that's not part of overnight travel. Any food in the grant budget must be essential to the success of the project.*

[5] ***Indirect costs*** *are limited to 10% of Total Personnel Expenses and include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the proposed project but not directly staffing it.*

TOTAL PROJECT BUDGET FORM

ONLY complete this form IF Project Budget is LARGER than your Grant Request. In the spaces below, note the TOTAL amounts needed to complete your entire project.

TOTAL PROJECT PERSONNEL EXPENSES

1. Total Personnel Expenses for this project (all positions plus benefits): $

TOTAL PROJECT OPERATING EXPENSES

Supplies/Materials: $	
Travel: $	
Food: $	
External Contract(s): $	

Other operating expenses:

Type of expense:	Amount: $
Type of expense:	Amount: $

(Add additional types of expenses as needed, with dollar amount for each.)

2. Total Operating Expenses for this project: $

3. Total Indirect Costs/Overhead for this project: $

Total Project Budget (add 1, 2, and 3): $

Please answer the following questions in the box below:

Have you already secured the additional funds (beyond the grant request) needed to complete your project? If not, what is your plan to secure them?